

## CURRICULUM VITAE: KENNETH ABBAN

**Date of Birth:** July 31, 1972 | **Nationality:** Ghanaian | **Marital Status:** Married

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### CAREER OBJECTIVE

A self-motivated team leader seeking to leverage extensive experience in human resource mobilization, community relations, marketing, and research to drive higher productivity and customer satisfaction within a dynamic, quality-minded organization, educational institution, or NGO.

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### PROFESSIONAL SUMMARY

A highly experienced and dedicated university administrator with over 20 years of progressive experience at the University of Education, Winneba (UEW). Proven expertise in academic administration, student affairs, hall management, admissions, examinations, and strategic planning. A strong leader with excellent interpersonal, organizational, and communication skills, committed to excellence in higher education management.

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### EDUCATIONAL BACKGROUND

- **2004 – 2005: MA, Population Studies**  
United Nations Regional Institute of Population Studies (RIPS), University of Ghana, Legon.
  - **1998 – 2001: BA (Hons) Social Science (Economics & Sociology)**  
Kwame Nkrumah University of Science and Technology (KNUST), Kumasi.
  - **1993 – 1995: GCE 'A' Level**  
Winneba School of Business (Economics, Business Management, Government, General Paper).
  - **1991 – 1993: GCE 'O' Level**  
Aparn Secondary School.
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### PROFESSIONAL MEMBERSHIPS

- **Chartered Institute of Administrators & Management Consultants (Ghana)**  
*(Member since November 2019)*
  - **American Association of Collegiate Registrars and Admissions Officers (AACRAO)**  
*(Member since January 2017)*
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## **PROFESSIONAL EXPERIENCE**

### **UNIVERSITY OF EDUCATION, WINNEBA (UEW)**

#### **Hall Manager, Simpa Hall | *April 2023 – Present***

- Oversee all operations, maintenance, security, and upkeep of the student hall of residence.
- Manage a large team of domestic and front-of-house staff, ensuring excellent residential services.
- Develop and manage hall budgets, ensuring efficient resource management and cost control.
- Liaise with university management, Dean of Student Affairs, and students to resolve issues and ensure a positive living experience.
- Ensure compliance with health, safety, and university regulations.

#### **Deputy Registrar – Division of Academic Affairs (In-Charge of Admissions) | *August 2003 – Present***

- Supported the Registrar in overall academic administration, including student records, admissions, examinations, and graduation.
- Served on key university committees (Academic Board, Finance Committee, Admissions Board, Examination Committee).
- Contributed to institutional policy development, strategic planning, and 5-year strategic plan implementation.
- Represented the Registrar and the university at various meetings and events.
- Built relationships with external stakeholders, including government agencies and professional bodies.

#### **Admissions Officer, Division of Academic Affairs | *August 2019 – April 2023***

- Coordinated all admissions activities across all four UEW campuses.
- Prepared annual admissions schedules, brochures, and matriculation materials.
- Processed applications, liaised with academic departments, and reported to the Joint Admissions Board.
- Developed and advertised admission procedures and led nationwide roadshows to promote academic programs.
- Served as Secretary to the Joint Admissions Board.

**Senior Assistant Registrar, School of Graduate Studies | August 2016 – August 2019**

- Provided administrative support to the Dean of Graduate Studies.
- Facilitated student registration, thesis follow-ups, and the appointment of supervisors/assessors.
- Served as Secretary to the Board of Graduate Studies and PhD Viva Voce panels.
- Compiled quarterly and annual reports and facilitated budget preparation.

**Senior Assistant Registrar / Assistant Registrar, In-Charge of UEW Examinations | \*January 2013 – July 2016 / 2007 – 2013\***

- Served as Secretary to examination-related boards and committees.
- Managed the preparation of all examination timetables (Entrance, Semester, Sandwich).
- Supervised the distribution of exam materials, marking of scripts, and publication of results.
- Was in charge of transcripts, certificates, and the confirmation of student records.
- Reported examination irregularities and assisted in appointing invigilators.

**Other Roles at UEW (2007-2012):**

- **Financial Aid Officer:** Secured scholarships and financial assistance for students.
- **Unit Head, Students' Records Office:** Supervised student registration and data management.
- **Junior Assistant Registrar:** Supported the development of the online student information system (OSIS).

- **Senior Administrative Assistant:** Handled general administrative duties, records, and correspondence.
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## **PRIOR EXPERIENCE**

- **Teacher / Community Services** | Ghana Education Service, Sefwi Boinsan (2001-2002)
  - **Marketing Officer** | Sam-Woode Limited, Accra (1997-1998)
  - **Teacher** | Ghana Education Service, Winneba (1995-1996)
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Page 1 of 3

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## **KEY COMMITTEE & BOARD ROLES (UEW)**

- **Secretary, Joint Admissions Board** (2019-2021): Managed admissions data, advised on selection, and supported accommodation and timetable allocation.
  - **Secretary, Graduate Board** (2016-2019): Handled minutes, reports, and correspondence for all graduate programmes.
  - **Secretary, Academic Board** (2007-2016): Served as secretary on behalf of the Registrar.
  - **Member, Timetable Committee** (2007-2016): Prepared examination and teaching timetables.
  - **Member, Examination Malpractice Committee** (2007-2016): Addressed examination irregularities.
  - **Hall Fellow, Simpa Hall** (2014-2016): Assisted the Hall Manager with administration and student welfare.
  - **Member, Various Committees:** Including Congregation Planning, IEDE Monitoring, Procurement, and Handover teams.
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## **SELECTED CONFERENCES, SEMINARS & WORKSHOPS**

- Facilitator, Educational Fairs for SHS Students in Western & Central Region (2017)
- 1st International Multi-disciplinary Conference for Post-Graduate Students (2016)

- Workshop on “Women forum on Gender equality” by Gender Mainstreaming Unit, UEW (2012)
  - National Accreditation Board (NAB) Workshop on Accreditation & Quality Assurance (2012)
  - Workshop on Annual Performance Review, “The Registry as the live wire of the University” (2008)
  - Workshops on Effective Delegation and Minutes Writing Skills (2003)
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## **PUBLICATIONS & RESEARCH**

### **a. Key Journal Articles:**

1. Abban, K. (2018). Ensuring Successful Teamwork in Public Universities in Ghana: The Role of an Administrator. *International Journal of Research and Review in Social Science & Humanities*.
2. Abban, K. (2018). Planning and Achievement of Goals in Higher Educational Institutions: The Role of an Administrator. *American Educational Research Journal*.
3. Abban, K. (2013). Space Management in Higher Educational Institution: The case of UEW. *International Journal of Scientific Engineering and Research*.
4. Abban, K. (2013). Suggested Strategies to Improve Academic Performance of Students in Public Universities in Ghana. *International Journal of Scientific Engineering and Research*.
5. Abban, K. (2011). Understanding the Importance of Time Management to Assistant Registrars. *International Journal of Scientific Engineering and Research*.

### **b. Co-Authored Work:**

- Okae-Anti, C., Abban, K., & Anyan, J. (2012). *Handbook on Academic Ceremonies for University of Education, Winneba*. UEW Documentation.

### **c. Other Papers & Reports:**

- Authored several papers on crisis communication, delegation, student accommodation, and meeting effectiveness.
  - Prepared official reports on examinations, admissions, and institutional proposals (e.g., proposal for M.Phil/PhD transfer).
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## AREAS OF SPECIALIZATION & CORE COMPETENCIES

- **Areas of Interest:** Academic Administration, Human Resource Management, Student Affairs, Hall Management, Admissions & Examinations, Strategic Planning, Community Relations.
  - **Essential Skills:**
    - Leadership & Team Management
    - Strategic Planning & Policy Implementation
    - Excellent Written & Verbal Communication
    - Event and Project Coordination
    - Proficiency in MS Office Suite
    - Interpersonal & Problem-Solving Skills
    - Data Management & Reporting
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Page 2 of 3

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## ADDITIONAL INFORMATION

- **Computer Skills:** Proficient in MS Word, Excel, Access, PowerPoint, Publisher, and Internet Applications.
  - **Interests & Hobbies:** Reading, Team Building, Cooking, Listening to Music, Basketball, Badminton, Volleyball, Soccer.
  - **Languages:** Fluent in English.
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## REFEREES

### 1. Mrs. Christie Okae-Anti

Former Deputy Registrar

Division of Academic Affairs

University of Education, Winneba

**2. Prof. Stephen Jobson Mitchual**

Vice Chancellor

University of Education, Winneba

Winneba

**3. Mrs. Wilhelmina Tete-Mensah**

Ag. Registrar

University of Education, Winneba

Winneba

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**Date:** July 16, 2025

**Signature:** .....

**(Kenneth Abban)**